

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **FIRE DIVISION CHIEF**

DEPARTMENT: **FIRE**

BASIC FUNCTION:

Under general direction, to perform a variety of administrative responsibilities in the management and technical support of commanding and coordinating the emergency operations, inspection, prevention and training operations and functions; and to perform other related work as required.

KEY RESPONSIBILITIES:

Serve as Executive Officer in charge of various operations and functions within the Fire department as assigned, such as, fire prevention, emergency operations, inspection and code enforcement, emergency medical services and disaster preparedness.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Plan, organize, direct and participate in the department-wide training programs.

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

Perform administrative duties, such as, supervising the maintenance of computerized record keeping systems; assisting in the preparation of the department budget, preparing equipment specifications, reviewing and administering contracts.

As Fire Marshal, coordinate all state fire safety codes and regulations, coordinate the investigation of all fires to determine cause and origin, coordinate Fire Code and Fire Protection ordinance adoption, inspection, plan review, and enforcement.

Analyze, interpret and enforce Federal, State and local fire and life safety codes and standards.

Direct fire safety public education for special events.

Investigate accidents and complaints.

Organize and participate in city and department committees.

Provide liaison with other agencies and fire service organizations.

Prepare and make presentations to civic, business, and educational groups and represent the City and Fire department in the community and at professional meetings.

Assume command of the department in the absence of the Fire Chief.

Perform other related work as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principles and practices of organization, administration, budget and personnel management.

Principles, practices, techniques and procedures applied to fire fighting/emergency operations and rescue, fire prevention and code inspection/enforcement processes, maintenance requirements of fire apparatus and equipment and hazardous materials program management.

Applicable federal, state and local ordinances, laws, rules and regulations, codes and standards.

City of Carlsbad fire department rules, regulations and local geography and emergency resources.

Basic microcomputer systems and applications related to database management, spreadsheet analysis.

Methods and techniques of research, statistical analysis and report presentation.

Ability to:

Plan, organize and direct the operations of a modern municipal fire department.

Manage complex programs.

Interpret and administer departmental policy in the areas of fire protection planning, development related issues, code enforcement, emergency medical

services, hazardous materials, investigations of fires, plan checking, Incident Command System application, city/county/local area interrelationships. Supervise the management of major fires and emergencies.

Analyze fire protection and community problems.

Problem-solve and negotiate disputes.

Establish and maintain effective public relations.

Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, outside agencies, the public and the press.

Properly interpret and make decisions in accordance with laws, regulations, ordinances and policies.

Communicate effectively both orally and in writing.

Utilize computer systems for information retrieval, analyses, planning, and records management.

Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to an Associate's degree from an accredited college or university with a major in fire science or fire administration, and five years of increasingly responsible administrative and supervisory experience in municipal fire protection and prevention with three years in a command position.

A bachelor's degree in management or public administration and supplemental technical course work in state law, local ordinance, and Uniform Fire Code interpretation and enforcement are highly desirable

SPECIAL REQUIREMENTS:

Possession of an appropriate valid California Driver's License.

Penal Code 832 certification. State Board of Fire Services Chief Officer Certification is desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

See well enough to drive vehicles, read small print on documents and maps; detect subtle shades of color; hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over the noise of machinery; voice clarity to command during emergency operations; bodily movement to swiftly climb ladders, and work in confined spaces; meet requirements for wearing safety equipment; use of fingers and hands to write, operate equipment, drive a vehicle, operate a computer keyboard; stamina to perform administrative functions and meet physical and mental demands during an extended emergency.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Incumbents must be on-call and respond to emergencies; attend meetings, seminars, conferences, and schools during or after normal work hours; travel out of town or out of state for several days at a time; wear a uniform when appropriate; work under adverse conditions such as those inherent in emergency situations.

DATE APPROVED June 1999